

CITY OF HELENA



Position Title: Environmental Regulation Pre-Treatment Manager

Department: [FORMDROPDOWN]

Division: [FORMDROPDOWN]

FLSA: [FORMDROPDOWN]

Grade: TBD

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

Under general direction, position will direct, plan, develop, implement and coordinate services, programs, and environmental activities related to Montana Pollution Discharge Elimination System, NPDES Pre-Treatment program, MS4 Storm Water and other programs as assigned. Position serves as a primary liaison, permit manager, and city expert, over the state and federal environmental regulations.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Pre-Treatment Program Management

This position coordinates pretreatment activities within the City and implements the City Pretreatment policies and procedures. Maintains a current list of industrial users and issues industrial user survey and permit application forms. Provides assistance to industrial users in completion of such forms. Performs the lead role in writing permits, correspondence, laboratory reports, letters of notification for issuance to industrial users and other periodic reports. Develops and maintains documentation necessary for the Pretreatment Program including inspection schedules and industrial user files. Performs inspections of industrial users including sampling, records review, spill plan review, facility inspection, and review of compliance schedules and history.

The incumbent prepares and reviews pretreatment reports to ensure compliance with ordinances, rules, regulations, policies and laws. Reviews new and existing Commercial and Industrial developments for compliance with all City, State, and Federal pretreatment regulations. Researches, collects, compiles, tabulates, analyzes, and summarizes data and information pertaining to specified activities or operation. Provides monthly reports of the Pretreatment Program status and immediate reporting of industrial user violations to the appropriate personnel. Operates and maintains monitoring equipment necessary to the Pretreatment Program. Prepares and serves enforcement documents to industrial users as directed. Responds to complaints of spills, odors, and noxious fumes and provides technical assistance to City staff, police, and fire personnel to determine the source of such problems and to evaluate potential impact and develop control strategy. Prepares Pretreatment correspondence, documents and reports for submission to State and Federal agencies and the general public as directed. Participates in meetings as requested. Maintains considerable knowledge of industrial wastewater monitoring practices as necessary in the completion of daily responsibilities.

Responsible for developing and preparing the pretreatment budget and attends budget meeting with department head. Reviews related invoices and monitors expenditures; orders, receives, inventories, stores and distributes supplies, forms and related items. Prepares purchase orders and procures equipment and services as directed; and establishes and maintains complete records and history files including financial, budget, operational and administrative records.

MS4 Storm Water Management

This position performs all functions necessary to coordinate City-wide programs, operating procedures, and other items necessary to maintain NPDES MS4 permit compliance. Conducts site reviews of existing and proposed storm water facilities, including pipes, detention basins, streams, and water quality features. Conducts field data collection as required. Compiles data on City-wide activities that support NPDES MS4 compliance. Prepares and submits the required Annual NPDES MS4 Report to the DEQ. Reviews and implements environmental technical standards,

guidelines, policies, and formal regulations that meet all appropriate requirements from the City's NPDES Discharge Permits. Comply with and educate on updated storm water regulations as issued by State and Federal agencies. Coordinate and supervise public education outreach programs to generate public acceptance and cooperation in stormwater program initiatives. Communicates scientific or technical information to the public, organizations, or internal audiences through oral briefings, written documents, workshops, conferences, training sessions, or public hearings. Assists in ordinance research and development. Investigates complaints and document resolutions as requested and enforces City Code, specifically violations of Stormwater Management. Will coordinate, manage, and oversee consultant contracts.

Water and Wastewater Treatment Discharge Permit Management

This position administers and implements the discharge permits for the water and wastewater treatment plant permits and assists the treatment plant staff on complying with the permit limits and regulations. Position will prepare correspondence, documents, and reports for submission to State and Federal agencies (DEQ/ EPA, etc.) as required by the permit. Serves as the primary contact for the State and Federal agencies for items related to the discharge permits; coordinate and manage permit renewals; review permits, technical documents, and clean water act regulations to ensure compliance. Prepares and presents presentations and update reports to the Commission, City staff, and public groups. Manages and oversees consultant contracts and independent studies needed to comply with the permits. Investigates and provides recommendations on any violations or exceedances of permits. Assists in the budget and capital improvements plan process. Develops and implements educational programs that may be required or needed by the permits. Develops and presents potential systems improvements or upgrades that may be needed to comply with the permits. Works with the engineering staff and City consultants to develop cost benefit analysis on the potential systems upgrades.

Sustainability Program Management

Position is responsible for supervision and oversight of the City's Sustainability Coordinator. Coordinates and oversees efforts to reduce energy consumption, greenhouse gas (GHG) emissions, and water consumption, and generally promote environmental sustainability, while providing cost savings to the citizens of Helena.

Position will select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Reviews work plans; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; and reviews and evaluate work products, methods, and procedures.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Local government and its operating departments
- Pretreatment and compliance requirements
- Montana Water Quality Act and Clean Water Act requirements
- Small Municipal Separate Storm Sewer System – (MS4)
- Gravel Pit Regulations
- Sludge removal and land application regulations
- Principles and practices of business letter writing, record keeping and effective public relations
- Advanced mathematical skills and formulas
- Computer equipment and software needed to efficiently perform job duties

Skill or ability to:

- Prepare and maintain accurate and proper records and reports
- Establish and maintain effective working relationships with fellow employees, superiors, business owners and the public
- Maintain a detailed knowledge of wastewater and storm water sampling techniques, sample preservation requirements and chain-of-custody procedures
- Apply City Ordinance requirements in a fair and equitable manner
- Attend workshops, conferences and classes to increase professional knowledge
- Learn, interpret and apply pertinent Federal, State and local laws, codes and regulations, including administrative and departmental policies and procedures

- Maintain confidential data and information

Physical Demands:

Ability to work in a standard office environment and outdoors, Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 50 lbs. Ability to travel to different locations and worksites. Ability to distinguish color; wear protective apparel to protect against elements. Exposure includes cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, confined spaces, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of a Bachelor of Science degree or equivalent, supplemented by specialized training and course work in industrial pretreatment, MPDES, or a related field AND a minimum of 2 years of increasingly responsible Industrial Pretreatment, MS4, or MPDES sampling, inspections and compliance requirements. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Direct supervision from the Director of Public Works

Supervision Exercised:

Sustainably Coordinator

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

After reading this job description, as of this date would you require any accommodation to perform these duties?

[FORMCHECKBOX] YES or [FORMCHECKBOX] NO

Employee's Signature: _____ **Date:** _____